

JUVENILE COURT HEALTH SERVICES

Subject: CLEARANCE PROCEDURE FOR EMPLOYEES TERMINATING SERVICE		Original Issue Date: 5/05/82	Policy # J-201
		Supersedes: 6/2/18	Effective Date: 6/29/2021
Departments Consulted: Department of Human Resources	Approved By: (Signature on File) Health Services Administrator (Signature on File) Nursing Director	Approved by: (Signature on File) Medical Director	

PURPOSE

To describe how each employee completes all of his or her responsibilities before terminating employment in Juvenile Court Health Services (JCHS). Termination of employment includes resignation, transfers, and retirement.

POLICY

If an employee is resigning, they shall submit a written notice at resignation. The rescinding of resignations shall also be made in writing and subject to the approval of the appointing authority.

All JCHS employees shall be held accountable for the proper return of assigned County property.

- Probation Department (Probation badges, keys, etc.)
- JCHS (DHS badge, keys, etc.)

In the case of deceased employees, the beneficiary or representative shall comply with the clearance procedure on behalf of the employee.

Payment for accrued benefits shall be made in accordance with County Code provisions.

REFERENCES

Los Angeles County Code, Section 5.12.020, 6.24.040

REVIEW DATES

July 9, 2011; January 23, 2013; June 2, 2018; June 29, 2021